



THE CO-CURRICULAR PORTFOLIO

Presented By:

Jaimie Hoffman

Description

Recognized by WASC as a best practice within the CSU System, the Co-curricular Portfolio at California State University Channel Islands provides students with official documentation of their involvement in Co-Curricular activities that will be valuable when applying for university awards and honors, graduate school or a professional position. The CSUCI Co-curricular Portfolios allow faculty, staff, prospective employers and graduate programs to share a real display of a student's performance without interpretation of test scores. Students can chronicle their leadership development, their use of the Dimensions of Development, and how their out-of-class learning has deepened their in-class experience using the CSUCI Co-Curricular Portfolio. Further, the portfolio provides an opportunity for students to reflect on how their co-curricular involvement supports the mission of the institution.



Position held within organization		Skills gained through participation in activities with emphasis on those related to the Dimensions of Development			
LEADERSHIP ACTIVITIES					
Date	Organization	Position/Role	Duties/Responsibilities	Competencies	Related Coursework
Dates co-curricular activity began and ended		Duties and responsibilities completed		Courses of which the co-curricular activity complemented	
PARAPROFESSIONAL WORK EXPERIENCE					
Date	Organization	Position/Role	Duties/Responsibilities	Competencies	Related Coursework
Organization through which activity took place		CSUCI Mission Pillar of which the co-curricular activity relates			
HONORS, AWARDS, RECOGNITION					
Date	Organization	Award/Position/Role	Duties/Responsibilities	Competencies	Related Coursework
PROFESSIONAL AND EDUCATIONAL DEVELOPMENT					
Date	Event/Organization	Position/Role	Activities/Involvement	Competencies	Related Coursework
PARTICIPATION IN STUDENT ORGANIZATIONS AND/OR ACTIVITIES					
Date	Organization	Position/Role	Duties/Responsibilities	Competencies	Related Coursework
TRANSCRIPT FORMAT					
WORK EXPERIENCE					
Date	Organization	Position/Role	Duties/Responsibilities	Competencies	Related Coursework

The portfolio system is designed to recognize college-level learning acquired through co-curricular experiences. Learning documented in the portfolio must be equivalent in scope and complexity to what students learn in the classroom. A portfolio must present what the student has learned in such a way that the assessor can identify and weigh it. Plans are underway to assess the Portfolio from the student, prospective employer and graduate program perspectives.

Objectives

- To serve as a direct indicator of a student's learning experiences
- To allow faculty, staff, prospective employers and graduate programs to review a display of a student's co-curricular activities
- To provide a natural medium for staff and student discussions and the customization of individual co-curricular learning experiences and goals
- To exhibit comparisons of student work and illustrations of growth

Portfolio Content

- Table of contents
- Cover sheet (including a photo of student)
- Personal Statement
- Resume or Vitae
- Academic transcript
- Co-curricular transcript
- Three letters of support
- Any awards, publications or any other evidence of co-curricular achievement

The Co-Curricular Transcript is divided into six sections:

- Leadership Activities
- Paraprofessional Work Experience
- Honors, Awards and Recognition
- Professional or Educational Development
- Participation in Student Organizations and Activities
- Service Learning and Volunteer Experiences

The Co-Curricular Portfolio is a requirement of the Seminar in Leadership Course and is required for all students completing a service learning project. Discussions are being held regarding incorporating the Co-Curricular Portfolio into Capstone Projects.

The Co-Curricular Portfolio Task-Force is currently developing assessment instruments that will be distributed to a variety of constituents to determine if Portfolio objectives are being met. Students who have recently completed the Portfolio, alumni who developed a Portfolio while at CI and prospective graduate schools and employers will be surveyed.

- Implement assessment strategies
- Develop electronic portfolio option
- Further integrate portfolio into curriculum
- Streamline processes within Student Life for assisting students with completion of portfolio
- Provide training sessions for students wishing to develop a portfolio